

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other Explanation (Show any positions replaced) Noncompetitive promotion potential to the GS-12 level, PN: S000324						3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. S000325	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt						8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)						11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					
13. Competitive Level Code						14. Agency Use FPL: 12							
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date				
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Intelligence Research Specialist			GS	0132	11	jh	4-8-09				
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)					17. Name of Employee (if vacant, specify)								
18. Department, Agency, or Establishment Department of the Interior					c. Third Subdivision								
a. First Subdivision U.S. Fish and Wildlife Service					d. Fourth Subdivision								
b. Second Subdivision Office of Law Enforcement					e. Fifth Subdivision								
19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Juliana Scully Division Chief, Office of Law Enforcement								
Signature _____ Date _____					Signature _____ Date _____ 11-12-08								
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Position Classification Flysheet, Intelligence Series, 0132, TS-28, 06/1960								
Typed Name and Title of Official Taking Action Joyce M. Hayes Human Resources Specialist					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.								
Signature _____ Date _____ 4-8-09													
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date				
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks Type of Investigation: SSBI													
This SPD is approved for Service-wide use													
25. Description of Major Duties and Responsibilities (See Attached)													

**U.S. Fish and Wildlife Service
Office of Law Enforcement**

**Intelligence Research Specialist
GS-0132-11
PN: S000325**

STATEMENT OF DIFFERENCES: Characteristics and duties of this position are essentially the same as those reflected in the full performance position description number S000324, with the following exceptions:

Performs developmental assignments designed to prepare the incumbent for the full performance level work described in the GS-12 position description. During this period, the incumbent will operate under closer supervision and guidance than that described in position description S000324 and as overall knowledge is gained, progressively more reliance will be placed on the incumbent until full responsibility for assignments is assumed.

This is a developmental position established to provide for a period of growth. The incumbent receives on-and-off the job training in overall objectives to be accomplished and available resources. Incumbent participates in planning and assigning priorities to the tasks. The incumbent will receive assignments that are designed to develop the knowledge, skills and abilities required to carry out assignments at the full performance level. Works independently, determining methodologies, budgets, milestones, goals and termination points for all assignments. Completed work is measured in terms of applicability to management issues and in satisfaction of Service-wide objectives and operational deadlines.

The position will remain at the grade 11 level until the employee meets the necessary qualification requirements and the incumbent's supervisor certifies that the incumbent has reached the described level of proficiency and effectiveness contemplated in the attached position description. Upon meeting all requirements, the incumbent may be promoted noncompetitively to the level of GS-12, providing that sufficient work exists at that grade level to warrant establishing such a position.